

Interagency Coordinating Council Committee
September 8, 2005

Minutes
Capital Plaza Tower, Frankfort, Kentucky

Members/Designees Present

Lee Ann Jung	Annette Bridges, designee, Department of Education
Leisa Hutchison	Jan Williams, designee, Commission for Children With Special Health Care Needs
Jackie Sampers	Claudia Johnson, designee, Division of Mental Health/Mental Retardation
Cindy Holmes	
Ginger Paul	
Scott Tomchek, representing Joseph Hersh	

Staff Present

Sarah Walker
Anne Swinford
Steve Davis
Ruth Shepherd

Guests Present

Angie Guest
Bonnie Thorson-Young
Germaine O'Connell
Brenda Mullins
Shawna White

SUBJECT	DISCUSSION	ACTION
Welcome and Introductions	Lee Ann Jung, chairperson, welcomed everyone to the meeting and had all attendees introduce themselves	None needed
Approval of / Additions to the Agenda	Lee Ann Jung asked if there was any objection to a deviation of the order of the Agenda due to requests received to address certain items earlier in the day	No objection
Reading and Approval Of Minutes	May and July Minutes were deferred to the next meeting, awaiting approval from Chair	None needed
Public Comment	No one had signed up for Public Comment	None needed
Part C Coordinator Report	<p>Presented by Anne Swinford, Acting Part C Coordinator.</p> <p>General Update: Germaine O'Connell was promoted to a position in the Commissioner's office and therefore, has not retired. She is still available for answering questions.</p> <p>A workgroup has been formed to complete the State Performance Plan (SPP), the new six-year plan required by OSEP as a result of the re-authorization of IDEA. Anne will communicate input from the ICC regarding the indicators, timelines, improvement activities and resources. The SPP workgroup took a look at the mini workgroup recommendations at their first meeting in June and assigned each of them to one of the next six years. The SPP workgroup will review those to add them as activities in the SPP as appropriate.</p> <p>Financial Status: As of July 31, 2005, 8% of the year has passed and 4% of the First Steps budget has been expended. A reminder that Central Office is not completely staffed.</p>	None needed

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<p>Part C Coordinator Report (continued)</p>	<p>Staff Update:</p> <p>The program currently has openings for Parent Consultants at Western Kentucky University and Northern KY and anticipate another one this month at the University of Louisville.</p> <p>The Part C Coordinator position should be advertised soon on Kentucky's Personnel website. The classification for the position is entitled "Human Services Program Section Supervisor".</p> <p>Jennifer Withrow will join the Central Office staff on October 1st as Training Coordinator. Ms. Withrow is an MSW who most recently worked in the independent adoption program and has experience working with families and children through Department of Community Based Services. She has post grad work in special education and a nephew who received First Steps services.</p> <p>A recommendation has been sent to Personnel to fill the Section Secretary position after interviews were conducted on August 31st.</p> <p>Family Satisfaction:</p> <p>Information not available at this time about number of family complaints since last ICC meeting. A report at the next meeting will include both reporting periods.</p> <p>Record Review:</p> <p>Thirteen requests for reconsideration of Record Review were received during July and August with an average turnaround time of 3.2 days. There have been no requests for the Part C Coordinator to attend an IFSP meeting. A Record Review report was presented</p>	

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	by Scott Tomchek.	
Record Review Report	Scott Tomchek, representing Joseph Hersh, presented a Handout entitled “Weisskopf Child Evaluation Center, University of Louisville Summary of Record Reviews FY 2005 – 2006; July – August, 2005”. The Handout detailed record reviews received and other related data. Scott answered questions posed by the ICC.	None needed
Part C Coordinator Report (State Performance Plan)	Anne Swinford presented a Handout entitled Part C State Performance Plan (SPP) and Annual Performance Report (APR) Instruction Sheet. The Instruction packet was reviewed thoroughly. Anne will communicate concerns expressed by the ICC to the SPP Workgroup and will send the completed report to the ICC prior to the November meeting to enable members to review and be prepared to give feedback and/or approval. Lee Ann Jung presented the option to the ICC that the ICC can sign off on the report prepared by the Lead Agency or the ICC can prepare its own report.	A motion was made by Annette Bridges and seconded by Ginger Paul for the ICC to sign and accept the Lead Agency’s State Performance Plan and Annual Performance Report, therefore, eliminating the need for the ICC to prepare a separate one. The motion carried.
Evaluation and Assessment Committee Report	Jackie Sampers reported that six applications were received to provide Primary Level Evaluation since July 1 st . Two were approved, two were recommended for mentorship, and two did not submit proper documentation. Jackie presented a Handout entitled “Mentorship Proposal for the Primary Level Evaluation System Revised September 7, 2005”. Jackie reviewed the document and answered questions posed by the ICC. Jackie asked for ICC members to review the document (comments are requested to go to her by email at jsamper@uky.edu by October 30, 2005) and be prepared to act on it at the November meeting.	None needed

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Evaluation and Assessment Committee Report (continued)	Jackie Sampers presented a Handout entitled “First Steps Developmental Status Scale”. Jackie and Angie Guest, a member of the Evaluation and Assessment Committee, reviewed and answered questions regarding the Handout. The Handout is recommended as a replacement of the Delay Ranking Scale due to complaints from the field that the Delay Ranking Scale does not use family friendly language. Due to the fact that the regulations include the wording “Delay Ranking Scale”, the recommendation can only be limited to change the language used by practitioners until the regulations are open again.	A motion was made by Leisa Hutchison and seconded by Cindy Holmes to accept the work of the committee to change the wording of the Delay Ranking Scale for the use of practitioners. Motion carried.
Natural Environment Committee Report	No pending business and no meetings scheduled at this time per Leisa Hutchison.	None needed.
Finance Committee Report	No representation, no report given.	None needed.
Marge Allen Spirit Award	Lee Ann Jung presented award to Dr. Steve Davis as he was unable to attend the Infant Toddler Institute.	None needed.
New Business Part C to Part B Transition/Data Sharing	Brenda Mullins addressed the ICC with concerns from the field regarding the sharing of data required by Part C to Part B of children in First Steps. Part B is required by law to share specific contact information with Part B as a part of the Child Find requirement and the feds have approved this as a method in which to do so. The field has expressed concerns in regard to the sharing of any information as it relates to family rights. Brenda has drafted an answer to the many questions and it has been submitted to both Part C and Part B for response. As of today, there has been no response from Part B. Sharon Walsh for National DEC had recommended the Statement of Assurances be changed to include a statement indicating to the	

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New Business Part C to Part B Transition/ Data Sharing	families that a transmission of identifiable information will be shared with Part B. The Statement of Assurances cannot be changed until the regulation is open that refers to the Statement of Assurances because it is incorporated by reference.	
Old Business IECE Certification Requirement	Lee Ann Jung clarified the recommendation by the ICC regarding the IECE Certification requirement for Developmental Interventionists (DIs). The recommendation was that all DIs complete the certification coursework required to attain the IECE certificate, however, the KTIP program required to achieve the certificate is not required. A Provisional Certificate is acceptable to provide DI services. Lee Ann indicated an announcement was made at the Infant Toddler Institute that the University of Kentucky may develop a distance learning opportunity if enough interest was expressed to warrant doing so. There has been no interest expressed, however, an announcement on the website will be posted to allow more awareness of the opportunity to those wishing to complete a portfolio.	Lee Ann Jung will prepare a memo regarding the potential distance learning opportunity and forward to Sarah Walker to post on the website.
New Business: Nominations	Committee members expressed concern of the expired terms of the members serving on the ICC. They also expressed concern that the ICC needs to amend the By Laws to reflect IDEA needs.	Leisa Hutchison made a motion and seconded by Annette Bridges to draft a letter to Dr. Steve Davis to address the need for active membership to the ICC and to revisit the need of the ICC having a budget. After discussion, it was agreed via general consensus to defer the motion until the Executive Committee could meet and discuss.

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University Technical Assistance and Monitoring Team Report	<p>Sarah Walker presented Handouts: “TAT Report to the ICC-September 2005” “Murray State TA Team Report for ICC 9/8/05” “Pennyrile DEIC Activities Report for ICC 9/8/05” “Purchase DEIC Activities Report for ICC 9/8/05” The Murray State University Team was scheduled to present the reports, however, due to the Cabinet’s concern for gas shortage, the TATs were asked not to attend. The ICC reviewed the documents and took note that the state still has a concern with Provider Shortages.</p>	None needed.
Announcements	<p>Lee Ann Jung suggested to the committee that they should appoint another person to chair as she has taken on additional responsibilities at the university.</p>	ICC should prepare to act on this suggestion at the November meeting.
Adjournment	Meeting adjourned at 2:05 p.m.	